

SAMPLE REQUESTING SYSTEM

System Login

Step 1: Click on the below link

Step 2: Enter your user name & Password (Refer Image 0.1)

Please use Transport request username & Password.



Image 0.1

New Sample Request

Step 3: Click on **New Request**.

Step 4: Enter / Select the **customer**

Step 5: Select the **requesting date**

Step 6: Enter the **Style Number**

Step 7: Enter / Select **Product Category**

Step 8: Enter / Select **Sub Product Category**

Step 9: Enter the **Sample Quantity**

Step 10: Enter / Select **Product Type**

Step 11: If it is an urgent request, Please **Tick** this.

Step 12: You can add any **remarks**. (if any)

Image 0.2

Then **Save** it.

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View Requests

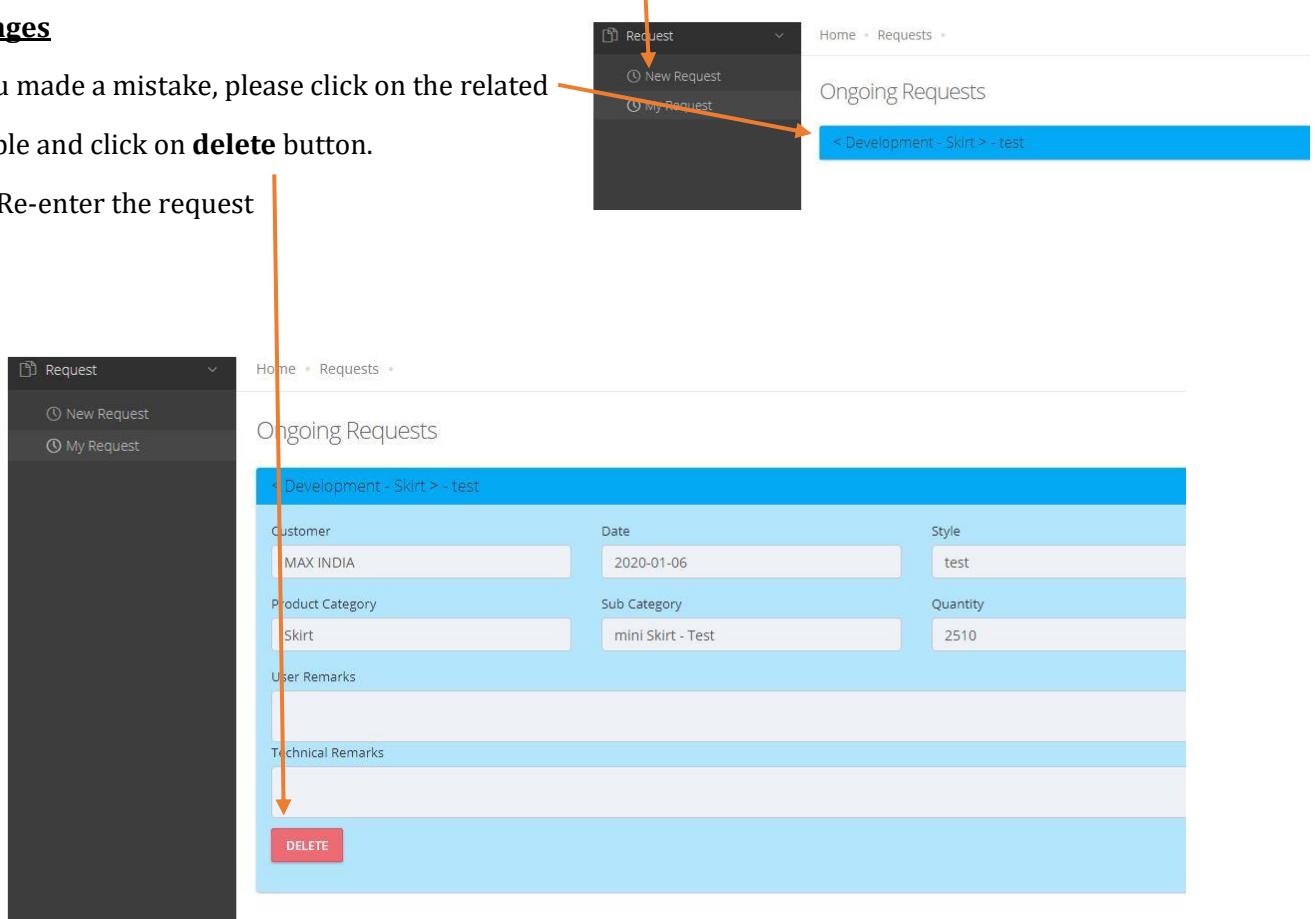
You can view all your request by accessing below link. (**My requests**)

Changes

If you made a mistake, please click on the related

Sample and click on **delete** button.

And Re-enter the request



The screenshot shows the 'Request' application interface. At the top, there is a navigation bar with 'Request' and two radio buttons: 'New Request' and 'My Request'. Below this is a sub-navigation bar with 'Home' and 'Requests'. The main content area is titled 'Ongoing Requests' and shows a list of requests. The first request in the list is highlighted with a blue bar and has the text '< Development - Skirt > - test'. The request details are displayed in a table:

Customer	Date	Style
MAX INDIA	2020-01-06	test
Product Category	Sub Category	Quantity
Skirt	mini Skirt - Test	2510
User Remarks		
Technical Remarks		

At the bottom of the request card, there is a red 'DELETE' button. A vertical orange arrow points from the text 'And Re-enter the request' to the 'DELETE' button. A horizontal orange arrow points from the text 'If you made a mistake, please click on the related' to the 'DELETE' button.

If you have any doubts, please contact the IT team.

Ext: 124

Thank You !